

PAR Documentation

Personnel & Payroll Services Statewide Training

Virtual Training Workbook 04/2021



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CONTACTS

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Questions regarding training class enrollment or “special” request information:

(916) 322-0683 or PPSDtraining@sco.ca.gov

Questions/concerns involving Payroll and/or PAR transactions:

SCO Customer Call Center (916) 372-7200

Questions/concerns regarding rules and regulations:

CalHR Personnel Services Branch (916) 323-3343 or psb@CalHR.ca.gov

PLEASE remember to use your manuals/reference materials before calling the Personnel and/or Payroll Liaison.

INTRODUCTION

This course is designed to give personnel staff in California Civil Service an introduction to the Personnel Action Manual (PAM) and experience documenting Personnel Action Requests (PAR). This workbook provides related exercises and sample applications that are typical of the situations personnel staff will encounter.

OVERVIEW

Prerequisites to attending the virtual class:

- Watch the PAR Documentation Modules 1, 2, & 3 found on the SCO website.
- Complete the exercises in this manual.

The virtual PAR Documentation class was developed as an alternative to the 2-day in person class. The virtual class is based on a self-study model. To get the most out of the on-line modules, exercise manual, and virtual class, you'll need to extend your own independent research with each activity. Look things up! Make notes! The objective is to increase your familiarity with the PAM.

INSTRUCTIONS

Please complete the exercises in this workbook before attending the virtual class, following the examples found in the online modules. We will go over the answers in the virtual class, and discuss the modules and the exercises at that time. You'll need access to the exercises, and your answers, during the virtual class so you may need to print this workbook.

DISCLAIMER

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APPOINTMENT TRANSACTION REVIEW

Determine the appropriate transaction code and page number for each situation by referring to Appointment Transaction Codes and Required/Conditional Chart indexes on PAM pages 3.3 through 3.8. Depending upon employment status, there may be more than one answer for which Required/Conditional Chart to use.

1. Andrew is reachable on the certification list and has been offered a permanent full-time appointment. Transaction Code _____ pg. _____.
2. For personal reasons, Chloe is voluntarily demoting to a different class. Transaction Code _____ pg. _____.
3. Fred was always in hot water, so it was no surprise to him when he found himself working in another class with a lower salary due to an adverse action. Transaction Code _____ pg. _____.
4. Linda's 6-month limited term appointment is expiring. She has a mandatory right of return to her former position. Transaction Code _____ pg. _____.
5. Rocky returns from a Leave of Absence to his former position at the expiration of his leave. Transaction Code _____ pg. _____.
6. Kevin is moving from a permanent full-time appointment to a six-month, limited term appointment in a higher class. There is no break in service and he is reachable on the Limited Term certification list. Transaction Code _____ pg. _____.
7. The appointing power is closing the San Diego office and Erin objects to being transferred to Fresno. Transaction Code _____ pg. _____.
8. Johnny is accepting an emergency appointment as a Firefighter. Transaction Code _____ pg. _____.
9. Rather than being laid off, Clark decides it is in his best interest to accept a position in the same class, in a different location for the same appointing power. Transaction Code _____ pg. _____.
10. Taryn recently retired from state service. Her former department is in real need of her expertise, so she has decided to return to work for 90 days. Transaction Code _____ pg. _____.

MISCELLANEOUS CHANGE TRANSACTION REVIEW

Determine the appropriate transaction code by referring to Miscellaneous Change Transaction Codes on PAM pages 3.100 through 3.103

1. Effective the first of the pay period, at least 10% of Jennifer's time will be spent using her bilingual skills. This will mean more pay for Jennifer.

2. Kevin is a permanent intermittent employee. During the month of May, he exceeded 1,000 hours in the fiscal year. He will now become a retirement member.

3. Due to an adverse action, Justin received a salary decrease for two months effective June 01, 2021.

4. Sharon's present bargaining status is R04 (Rank and File). Her collective bargaining status will change due to new duties making her a confidential employee.

5. Sarah's time base is changing from full-time to half time.

6. Jessica days on dock during July resulted in a non-qualifying pay period.

7. Jake, an intermittent employee, had his MSA denied.

8. Reese is working in the mail room, but next week she will start in the reproduction section. This will mean a unit and serial number change.

9. Blake, an intermittent employee, finally received enough hours to complete his probationary period.

10. Heidi is employed as a Staff Services Analyst and is now eligible for Range B of the class.

SEPARATION TRANSACTION REVIEW

Determine the appropriate transaction code by referring to Separation Transaction Codes on PAM pages 3.200 through 3.202.

1. Employees terminated with fault from TAU, LT, Emergency, CEA, Exempt or Retired Annuitant appointments. _____
2. Alice resigned one week after her appointment. _____
3. Employees terminated without fault from TAU, LT, Emergency, CEA Exempt or Retired Annuitant appointments (no layoff situation.) _____.
4. Angelina, a permanent intermittent employee, was separated after being on non-pay status for a year. _____.
5. Kylie did not accept the involuntary transfer. She resigned. _____
6. Jack's medical condition prevented him from working and his regular leave of absence was expiring. He was not eligible for any other type of leave or retirement. His supervisor had to terminate his employment. _____.
7. Tracey left for New York permanently without notifying her supervisor and did not return. _____
8. Keith was unable to fulfill the conditions of his employment. _____.
9. Elliott was on a leave of absence numerous times for a number of reasons:

Regular leave of absence _____
Military leave (5 months) _____
Non-Industrial Injury _____
Job incurred illness _____
Rejection during probationary period _____
Adverse suspension _____
and finally, Voluntary Service Retirement _____

EXERCISE: PROBATIONARY PERIOD - PAR ITEM 430 / ITEM 871

Directions

- Read the following conditions to determine the Probationary Period Codes and the Right of Return.
- Use the PAM Required/Conditional Indexes, R/C charts, and Item Definitions as necessary. **READ ITEM 430 AND ITEM 871 IN SECTION 2 YOUR PAM COMPLETELY!**
- Consider the transaction is being processed on a current basis or within legal time limitations if no date is indicated.
- Only complete Item 430 and Item 871 on the PAR.

HINT: NOT ALL OF THE TRANSACTIONS ARE APPOINTMENT TRANSACTIONS.

EXAMPLE FROM PAR DOCUMENTATION MODULE 2

William, a permanent full-time employee, has permanent status with the State. He is being promoted to Auditor I with the Department of Assets, with no break in service. The Certification List is cleared.

From Section 3: Transaction Code A01

Status Current (is he a new, current, or returning employee)

Required/Conditional Chart Page # 3.26

From Section 2: Item 430 code 1 Ending Date Completion date will be computer generated

Item 871 code 06

4	FROM	FT	P		3/2			1	10/03/15	
	TO	TIME BASE	APPT. TENURE	#/MOS	APPOINTMENT EXPIRATION DATE	CERT #	TYPE OF LIST	PROBATIONARY PERIOD CODE	ENDING DATE	
		402	412	412	416 10/22/11	422	436	430	10/22/11	431

A new date will populate
based on class code

8	FROM	871	06						
	TO	805			810		815		820

HINT: YOU CAN USE YOUR JOB AID FROM PAR DOC MODULE 2 TO HELP YOU IDENTIFY CODES TO USE.

The Right of Return Designation (871) in conjunction with the Probationary Period (430) indicates the circumstances of an employee's mandatory right of return. That is, whether the employee has or does not have a mandatory right of return following another appointment or temporary separation and the length of such right.

PROBATIONARY PERIOD CODE (ITEM 430)	RIGHT OF RETURN DESIGNATION CODE (ITEM 871)
CODE 1 *	06
CODE 2	04
CODE 3** OR 4	06
CODE 6	BLANK or *EOF (no longer applies to employee current status)
CODE N**	BLANK or *EOF (no longer applies to employee current status)

*** Permanent or Probationary employees new to state services - no Right of Return**

**** When documenting an A03 transaction (mandatory reinstatement), returning from a temporary separation (i.e., S49, S50, S85), the probationary period code (Item 430) must be a 3 or N only.**

EXERCISE: PAR ITEM 430 / ITEM 871

1. Aimee has accepted a temporary (TAU) appointment to the class of Student Assistant. She has no prior state service.

Transaction Code _____ Status _____ R/C Chart Page _____

4

TIME BASE	APPT. TENURE	# MOS	APPOINTMENT EXPIRATION DATE	HOURS	CERT. #	TYPE OF LIST OR EXMT STAT	PROBATIONARY PERIOD CODE	ENDING PERIOD	
425	410	415	415 MM/DD/YY		425	426	430	MM/DD/YY	43

8

825		810		815		820		825	
-----	--	-----	--	-----	--	-----	--	-----	--

2. Patty, a permanent intermittent Toll Collector, gained permanent status by completing the required hours for the probationary period effective 07/21/15.

Transaction Code _____ Status _____ R/C Chart Page _____

4

FROM	INT	P		215			1		
TO	TIME BASE	APPT. TENURE	# MOS	APPOINTMENT EXPIRATION DATE	CERT #	TYPE OF LIST	PROBATIONARY PERIOD CODE	ENDING DATE	
	425	410	415	415 MM/DD/YY	425	426	430	MM/DD/YY	43

8

FROM	871	06							
TO	825		810		815			820	

EXERCISE: PAR ITEM 430 / ITEM 871

3. Val, a Training Officer I at the Department of Training, is transferring to the Department of Polling as a Training Officer I. He had previous worked for 18 months in the Department of Polling as an AGPA prior to his transfer to the Department of Training, and had passed probation as an AGPA. The Department of Polling will require Val to serve a new probationary period. There is no break in service.

Transaction Code _____ Status _____ R/C Chart Page _____

4	FROM	FT	P		212			1	05/08/15	
		TIME	APPT.	#MOS	APPOINTMENT EXPIRATION	CERT #	TYPE	PROBATIONARY PERIOD		CC
	TO	BASE	TENURE		DATE		OF LIST	CODE	ENDING DATE	
		402	410	412	414 MM/DD/YY	422	424	430	MM/DD/YY	432

8	FROM	871	06							
	TO	805			810		815			820

EXERCISE: PAR ITEMS LINES 8 & 9

Using Section 2 in the PAM pages 2.101 – 2.151, PAR line 8 & 9 items, select the appropriate line 8 or 9 item from the list below and complete with the correct information for the individual situation. You will find the correct codes to complete when reading the line 8 & 9 items.

850 - Additional Position Substantiation	872 - Salary Increase Certification
851 - Alternate Salary Range Criteria	873 - Salary Rate Substantiation, Above Minimum
858 - List Clearance Date	878 - TAU Clearance
863 - Intermittent Hours Work Expected	892 - Last Day on Pay Status
867 - Limited Term/Anniversary Date Justification	957 - Other Eligibility Substantiation
871 - Right of Return Designation	960 - Corrected Transaction Identifier

1. Candee's promotion is effective April 01, 2021. The certification list was cleared on March 27, 2021.
ITEM_____ CODE_____
2. Due to the poor quality and quantity of Bradley's work, his supervisor has denied his MSA.
ITEM_____ CODE_____
3. The Department of Now and Then is hiring four permanent intermittent employees. They will work approximately 108 hours per pay period.
ITEM_____ CODE_____
4. Calvin will be serving a probationary period with his new agency even though he is not changing classes and has been an Office Assistant for 6 years.
ITEM_____ CODE_____

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EXERCISE: PAR DOCUMENTATION

ATTENTION: THERE MAY BE PAR ITEMS YOU WILL NEED TO COMPLETE THAT ARE LISTED ON THE REQUIRED/CONDITIONAL CHARTS, BUT ARE NOT LISTED SPECIFICALLY IN THE EXERCISE ITEMS. THIS MEANS YOU NEED TO READ EACH ALLOWABLE PAR ITEM (FOUND ON THE REQUIRED/CONDITIONAL CHART) IN THE PAM TO DETERMINE IF IT IS NEEDS TO BE INCLUDED ON YOUR PAR.

Use the following steps to determine the appropriate transaction and Required/Conditional chart for completion of each exercise.

1. Determine the appropriate transaction code by referring to the Appointment, Miscellaneous Change, or Separation definitions.
2. Determine the appropriate Required/Conditional chart.

For APPOINTMENTS ONLY consider the employee's:

- (a) Eligibility (A01 - certification; A02 - transfer, permissive reinstatement, etc.)
- (b) State service status (new, current, returning, additional position)
- (c) Data base status

3. Complete the exercises using the appropriate Required/Conditional chart(s).

Refer to PAM Sections 2 and 6 for specific PAR and EAR items when making the appropriate entry and/or determining whether an entry should be made.

4. Be sure to double check your answers!

NOTE:

All exercises are completed as though the employees work schedule were Monday through Friday, 8:00 am to 5:00 pm with a one-hour lunch. All other information, if it applies, will be on the information sheet for the exercise.

EXERCISE 1: NEW HIRE – NO PRIOR STATE SERVICE

This information is provided by your Personnel Analyst to assist you in completing the appointment.

PAR – Lines 1-7

Social Security Number:	111-22-0505	WWG:	2
Name:	Kimber Martin	Time Base:	Intermittent
Position Number:	051-000-1120-000 (Seasonal Clk)	Appt Tenure:	TAU (Non-Testing)
Department Code:	Computer generated	Appt Exp:	9 mo. Appt. –compute exp. date
CBID:	E97	Certification Number:	1120NT
County:	Sacramento	Probation Period Code:	New
Birth Date:	March 6, 1971	MCR Code:	1
Effective Date:	July 10, 2020	Sex:	Female
E/H Remarks:	New Hire	Ethnic Origin:	Self identification-White
Salary Per:	Hour	Prior State Service:	New
Pay Frequency:	Monthly	Account Code:	TM (Retirement Code)
Salary Rate:	2600.00	Oath:	Completed
Anniversary Date:	None	Medical Approval:	07/06/20
		Fingerprint:	Not Required

PAR – Lines 8/9 Information

Intermittent Hours Expected to Work: 90 hours per month
TAU Clearance: MQ approved by SPB
Other Substantiation: 957: 25-C

Transaction Code _____ **History Status** _____ **R/C Chart Page** _____
(new, current, returning)

STATE OF CALIFORNIA - STATE CONTROLLER'S OFFICE
PERSONNEL ACTION REQUEST
97D, 680A (REV. 4/2013)

Print Form

Reset Form

005 SEQUENCE NUMBER _____ OF _____
010 DOCUMENT PROCESSING NUMBER _____

MAKE NO ENTRIES IN SHADED AREAS

1	SOCIAL SECURITY NUMBER		EMPLOYEE LAST NAME		FIRST NAME AND MIDDLE INITIAL		AGENCY		POSITION NUMBER UNIT		SERIAL		DEPT CODE		CMBD		COUNTY CODE		OTHER POSITION		BIRTH DATE		ANNV. DATE	
2	TRANSACTION CODE		DATE		EFFECTIVE DATE AND HOURS		111		120		121		122		123		128		135		140 MMDDYY		145 MMYY	
3	205		210 MMDDYY		215		215		215		215		215		215		215		215		215		215	
4	305		305 ACTUAL RATE		305 PER		305		305		305		305		305		305		305		305		305	
5	405		410		415		415		415		415		415		415		415		415		415		415	
6	505		510		515		520		525		530		535		540		545		550		555		560	
7	605		610		615		620		625		630		635		640		645		650		655		660	
8	705		710		715		720		725		730		735		740		745		750		755		760	
9	805		810		815		820		825		830		835		840		845		850		855		860	
10	905		910		915		920		925		930		935		940		945		950		955		960	
11	1005		1010		1015		1020		1025		1030		1035		1040		1045		1050		1055		1060	

FOR THE APPOINTING POWER: For Agencies in State Payroll System: The foregoing additions to, deletions from, or changes in the original payroll roster of the herein named state agency are true, correct, and in accordance with law. As modified to date by payroll roster changes filed with the State Controller, to and including the within, said original payroll roster is true, correct, and in accordance with law. All persons added to the payroll roster, or whose status is modified by this payroll roster change were employed in approved established positions. Any oath required by Sections 18170 through 18178 of the Government Code has been taken and is on file in the employee's official file. Payment by the State when required under Sections 12470 through 12481, inclusive, of the Government Code is hereby approved. Attendance claim filed herein is correct, complete and in accordance with all laws and regulations.

BACKUP INFORMATION
ON FILE ☐ FOR AUDIT ☐ SUBSTANTIATION IN REMARKS OR SEE ATTACHED

REMARKS

DATE

PHONE

SIGNATURE

CONTACT PERSON

DATE

KEYED BY INITIALS

DATE

CONCURRENCE APPOINTING POWER SIGNATURE(S)

MMDDYY

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STOP!

We will complete the last two exercises in the virtual class

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EXERCISE 2: TRANSFER FROM ANOTHER DEPARTMENT / CHANGE IN TIME BASE

This information is provided by your Personnel Analyst to assist you in completing the document.

PAR - Lines 1-7

Position Number: 900-021-1379-002
Department Code: 000
County Code: Sacramento
Effective Date: 02/04/08
Employment Remarks: Transfer
Time Base: 1/2 time (4 hours a day)
Probation Period: New Probation (06 months)
MCR Approval: 1

PAR - Lines 8/9 Information

Right of Return Designation
Other Eligibility Appointment Substantiation - Transfer without Exam

PAR - Line 10, Remarks

Reason for Time Base Change on file with department.

Transaction Code _____ **History Status** _____ **R/C Chart Page** _____
(new, current, returning)

PERSONNEL ACTION REQUEST

STATE OF CALIFORNIA

005 SEQUENCE NUMBER															CP																																																																																																																																																																																																																																																																																							
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1		SOCIAL SECURITY #		EMPLOYEE LAST NAME		FIRST NAME AND MIDDLE INITIAL		POSITION NUMBER		AGENCY		UNIT		CLASS		SERIAL		DEPT		CS		COUNTY		OTHER		BIRTH DATE		ANNIV		DATE																																																																																																																																																																																																																																																																								
TO	105		110		111		120		121		122		123		124		126		130		135		140		145		MM/YY																																																																																																																																																																																																																																																																											
FROM	TRANSACTION CODE		01/01/08		EFFECTIVE DATE AND HOURS		215		EMPLOYMENT HISTORY REMARKS		IND		ID		IND		ID		IND		ID		IND		ID		IND		ID																																																																																																																																																																																																																																																																									
TO	205		210		351		352																																																																																																																																																																																																																																																																																															
FROM	ACTUAL RATE		M		M		2037.00		PAY		PER		2037.00		TOTAL SALARY		GSI		CODE		321		325		330		335		340		345		350		355		358		365		370		375		380		385		390		395		400		405		410		415		420		425		430		435		440		445		450		455		460		465		470		475		480		485		490		495		500		505		510		515		520		525		530		535		540		545		550		555		560		565		570		575		580		585		590		595		600		605		610		615		620		625		630		635		640		645		650		655		660		665		670		675		680		685		690		695		700		705		710		715		720		725		730		735		740		745		750		755		760		765		770		775		780		785		790		795		800		805		810		815		820		825		830		835		840		845		850		855		860		865		870		875		880		885		890		895		900		905		910		915		920		925		930		935		940		945		950		955		960		965		970		975		980		985		990		995		1000	
TO	2037.00		310		315		320		325		330		335		340		345		350		355		360		365		370		375		380		385		390		395		400		405		410		415		420		425		430		435		440		445		450		455		460		465		470		475		480		485		490		495		500		505		510		515		520		525		530		535		540		545		550		555		560		565		570		575		580		585		590		595		600		605		610		615		620		625		630		635		640		645		650		655		660		665		670		675		680		685		690		695		700		705		710		715		720		725		730		735		740		745		750		755		760		765		770		775		780		785		790		795		800		805		810		815		820		825		830		835		840		845		850		855		860		865		870		875		880		885		890		895		900		905		910		915		920		925		930		935		940		945		950		955		960		965		970		975		980		985		990		995		1000															
FROM	TIME BASE		APT		TENURE		DATE		HOURS		APPOINTMENT EXPIRATION		CERT #		TYPE OF LIST OR		PROBATIONARY PERIOD		NCS APPROVAL		SEX		ETHNIC		PRIOR STATE		DISABILITY																																																																																																																																																																																																																																																																											
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FROM	REASON FOR SEPARATION		PAY PERIOD		TIME TO BE PAID (NEW)		TIME TO BE PAID (OLD)		PAY		LUMP SUM TO PAID		LUMP SUM EXTRA HOURS		LUMP SUM PAYMENT		LUMP SUM		SEPARATION EXPIRATION		FIX MONTHLY NANCE																																																																																																																																																																																																																																																																																	
TO	603		605		607		609		611		613		615		617		619		621		623																																																																																																																																																																																																																																																																																	
FROM	TOTAL STATE SERVICE		1)		/		/		/		/		/		/		/		/		/																																																																																																																																																																																																																																																																																	
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Intentionally Blank

EXERCISE 3: TEMPORARY SEPARATION / REGULAR LEAVE OF ABSENCE

This information is provided by your Personnel Analyst to assist you in completing the transaction documentation.

PAR - Lines 1-7

Effective Date: 04/03/08 - 12:00 Noon (worked 4 hours)
Reason for Separation: Family Obligations
Time to be paid: Using Pay Period calendar determine time ~ Pay Immediately
Separation Expiration Date: Requested - 9 month leave.

PAR - Lines 8/9 Information

Complete or delete any Line 8/9 Items appropriate for this transaction.

PAR - Line 10 Remarks

Approval for Leave of Absence filed with the Department.

Transaction Code _____ **History Status** _____ **R/C Chart Page** _____
(new, current, returning)

PERSONNEL ACTION REQUEST

STATE OF CALIFORNIA

		005 SEQUENCE NUMBER		OF							
		DOCUMENT PROCESSING NUMBER		ROUTE TO							
		010 0008		015 DOT 900							
1	FROM	011-11-1119	BUNDY	AL	900 021 1379 002	000	R04	34	05/18/82	01/09	
	SOCIAL SECURITY #	EMPLOYEE LAST NAME	FIRST NAME AND MIDDLE INITIAL	POSITION NUMBER	AGENCY	UNIT	CLASS	SERIAL	DEPT	CODE	
	TO	105	110	111	120	121	122	123	124	126	
2	FROM	02/04/08	EMPLOYMENT HISTORY REMARKS								
	TRANSACTION CODE	EFFECTIVE DATE AND HOURS	ESTABLISHED EARNINGS								
	TO	205	210	IND ID IND ID IND ID IND ID IND ID							
3	FROM	ACTUAL RATE	M	M	2037.00	01/09	B	ESTABLISHED EARNINGS			
	SALARY	PAY	BASED ON SALARY	GS1	PLUS SALARY	EXPIRATION DATE	ANNU	DATE	330	335	
	TOTAL SALARY	PER	REQ.	CODE	321	325	330	335	340	345	
	TO	21018.50	310	315	320	325	330	335	340	345	
4	FROM	001/002	P	M	2037.00	01/09	B	ESTABLISHED EARNINGS			
	TIME BASE	APPT	#HRS	APPOINTMENT EXPIRATION	CERT #	TYPE OF	LIST OR	PROBATIONARY PERIOD	NCR	APPROVAL	
	TENURE	DATE	HOURS	425	430	435	440	445	450	455	
	TO	405	410	415	420	425	430	435	440	445	
5	FROM	41	MIS	NO	YES	0.0000	X	NON	ON FILE	ON FILE	
	ACCOUNT	SAFETY	SURVIVORS	CRASH	RETIRED	RATE	DATE	CITIZEN	MEDICAL	CLEARANCE	
	TO	505	515	520	525	530	545	550	555	560	
6	FROM	REASON	PAY	TIME TO BE PAID	TIME TO BE PAID	TIME TO BE PAID	TIME TO BE PAID	TIME TO BE PAID	TIME TO BE PAID	TIME TO BE PAID	
	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	PERIOD	
	SEPARATION	SEPARATION	SEPARATION	SEPARATION	SEPARATION	SEPARATION	SEPARATION	SEPARATION	SEPARATION	SEPARATION	
	TO	603	605	607	609	611	613	615	617	619	
7	FROM	TOTAL STATE SERVICE	1)	THRU	2)	THRU	3)	THRU	4)	THRU	
	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	
	TO	705	710	715	720	725	730	735	740	745	

[illegible]

STATE PAY PERIOD CALENDAR FOR
2008

S	M	T	W	T	F	S
JANUARY						21 DAYS 168 HRS
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

S	M	T	W	T	F	S
FEBRUARY						21 DAYS 168 HRS
					30	31
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

S	M	T	W	T	F	S
MARCH						22 DAYS 176 HRS
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S	M	T	W	T	F	S
APRIL						22 DAYS 176 HRS
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	T	F	S
MAY						21 DAYS 168 HRS
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

S	M	T	W	T	F	S
JUNE						22 DAYS 176 HRS
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

S	M	T	W	T	F	S
JULY						22 DAYS 176 HRS
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

S	M	T	W	T	F	S
AUGUST						22 DAYS 176 HRS
					31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	T	F	S
SEPTEMBER						22 DAYS 176 HRS
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
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S	M	T	W	T	F	S
OCTOBER						22 DAYS 176 HRS
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

S	M	T	W	T	F	S
NOVEMBER						22 DAYS 176 HRS
1	2	3	4	5	6	7
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22	23	24	25	26	27	28
29	30	1				

S	M	T	W	T	F	S
DECEMBER						22 DAYS 176 HRS
			2	3	4	5
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STATE PAY PERIOD CALENDAR FOR 2009

S	M	T	W	T	F	S
JANUARY						21 DAYS 168 HRS
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
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S	M	T	W	T	F	S
FEBRUARY						22 DAYS 176 HRS
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28	29	1				

S	M	T	W	T	F	S
MARCH						22 DAYS 176 HRS
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27	28	29	30	31		

S	M	T	W	T	F	S
APRIL						21 DAYS 168 HRS
					1	2
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MAY						22 DAYS 176 HRS
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29	30	31				

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JUNE						22 DAYS 176 HRS
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JULY						22 DAYS 176 HRS
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AUGUST						22 DAYS 176 HRS
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SEPTEMBER						22 DAYS 176 HRS
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OCTOBER						21 DAYS 168 HRS
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NOVEMBER						22 DAYS 176 HRS
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DECEMBER						22 DAYS 176 HRS
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STATE PAY PERIOD CALENDAR FOR 2010

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